

## **“How To” Guide On Your Honor - Worksite Fruit Basket**



### **Goals:**

- 1) Increase fruit and vegetable consumption through greater access for employees in \_\_\_\_\_ Building.
- 2) Break Even – i.e., do not spend more than taking in.

### **Examples of Items to purchase (Items should be Michigan-grown and purchased at a local farmer's market when possible):**

- 5 yellow and 5-7 green bananas (separate into individual bananas – do not put in basket as a “ bunch”); may need to replenish mid-week
- one bag grapes (wash; allow to air dry; bag hearty cup of grapes into each sandwich-sized baggie; yields 7-8 baggies)
- 1 bag of Michigan apples (do not purchase apples if cannot purchase Michigan-grown)
- One packet of raisins
- One crate of pre-packaged carrots
- 4-5 pears (Michigan grown when possible)
- 4-5 each of nectarines, peaches, plums (Michigan grown when possible)
- box of tangerines sells well if available
- seasonal fruit or something different that is on sale (wash as needed; allow to air dry; bag hearty ½ cup serving each into snack-sized baggie) – staff seem to enjoy variety so purchase variety items when economically feasible (kiwi, mango, etc.)

### **Maintenance**

#### **a) Someone volunteers:**

- Periodically check the cash bowl and remove dollar bills and excessive change (minimum 2x/day).
- Put fruit in refrigerator over night (not raisins or bananas, just the basket of fruit).
- Left over fruit on Friday is the property of the person maintaining the basket.
- Do not leave fruit in fridge or basket over weekend.
- Email the person “staffing” the basket on Wednesday or Thursday to remind of their staffing week coming up.

#### **b) Person “staffing” the basket:**

- Adapt the ‘price list’ for the week and save (each worksite select ‘shared drive’ to save info). Prices should be set based on numbers of fruit purchased and at an amount high enough to recover costs – in quarter increments. For example, if 10 bananas were purchased for \$2.30, price the bananas at 25¢ each. If 6 pears were purchased for \$2.10, price the pears at 50¢ each.
- Email price list to \_\_\_\_\_ Monday morning to email to employees. Sample email in attachment.
- Maintain weekly log (Excel document attachment) to maintain accurate record of profit/loss.
- Condense fruit to smaller baskets as bigger baskets empty to maintain a nice presentation.
- Keep appropriate records (receipt is placed into correct envelope, electronic log is maintained/updated, floor/elevator signs are replenished as needed, etc.)